



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE:**FFD: 1/25/2010****Social Services/Senior Services Program
Homemaker/Driver****Walker, California****SALARY****2010 43: \$13.77-\$16.73/hr.
+ benefits
30/Hrs. per week**

The County of Mono is accepting applications for the position of Homemaker/Driver at the Senior Citizen's Center in Walker, CA. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

Knowledge and abilities:

Under general supervision, to coordinate a variety of household management and personal care services in one or more homes of senior citizens; to transport senior citizens to and from appointments and services; to drive a vehicle and deliver food in the community; and to do related work as required.

Some desirable qualifications include:**Knowledge of:**

- Acceptable household management and personal care standards such as methods of home laundering and mending, basic nutrition, economical meal planning and preparation, home money management and budgeting, and personal health and hygiene standards and methods.
- Normal behavior and emotional needs of senior citizens.
- Proper record keeping.
- Physical signs and symptoms requiring medical assistance.
- Agency and community resources.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Safe driving principles.
- Maintenance of proper temperature and sanitation of food which is delivered to clients.

Ability and willingness to (partial list):

- Perform light housekeeping, household management, and personal care tasks.
- Motivate and train clients to improve standards of home and family management.
- Understand and accept differences in human behavior.
- Maintain accurate records and prepare routine reports.
- Recognize the need for service and secure appropriate assistance or resources.
- Safely operate a motor vehicle.
- Maintain proper temperature and sanitation of food during delivery.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships.

Physical Requirements:

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up or move objects; physical ability to left and carry objects weighing up to 50 lbs. without assistance; normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range; verbal communication; uses normal cooking and food preparation equipment; use of office equipment, including computer, telephone, calculator, copiers, and FAX, safely drive a vehicle for transporting senior citizens and delivery of food.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: One year of previous successful paid or unpaid work experience in household planning and management.

Special Requirements:

Possession of a valid and current Class C driver's license.

Required Additional Documents: None

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: www.monocounty.ca.gov

All completed County applications received from current permanent county employees by 5:00 pm by in our office will be considered. Faxed applications will be accepted provided the application with the original signature is postmarked by **1/25/2010**.

**COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov
EOE**

